



## WHAT MAKES THIS ROLE AWESOME:

**Christel House International (CHI)** is a global education network serving more than 6,000 students from under-resourced communities in India, Jamaica, Mexico, South Africa, and the US (Indianapolis). Our vision is for our students to break the cycle of poverty. Our goal is that graduates will achieve upward economic mobility, become good citizens, and identify and realize their goals, dreams, and human potential.

What makes us unique is that Christel House provides a holistic human development approach that focuses on building strong character, leadership, and a focused plan for one's future to complement each student's rigorous academic foundation. Through our College & Careers (C&C) program, Christel House develops student College & Career-related skills and knowledge at the secondary level and continues to work with our graduates through post-secondary education and job placement, supporting them as they take make their dreams into reality. Graduate results demonstrate the success of the program – alumni from Christel House Academy South have higher post-secondary enrollment and employment rates than other schools in Marion County and the second highest earnings of any public school in the county. We are now expanding our C&C program to other high schools out of the network of Christel House Schools. In this role, you will provide students and graduates from partner high schools in Marion County with vocational guidance services and coaching to ensure they have an opportunity to pursue their passions.

## WHAT YOU WILL BE DOING:

### Graduate Support

- Coach a caseload of approx. 240 graduates as they pursue training and careers. Communicate with & mentor graduates on a regular basis to help them achieve their postsecondary and career goals.
- Administer the graduate financial support program.
- Maintain & track communication with graduates, update database with post-secondary and career outcomes from students.
- Assist in coordination of graduate workshops, events, and networking opportunities.
- Refer graduates to employers or employment services for job placement.

### In-School Career Guidance

- Coaching current HS students pursuing post-secondary options in higher education, the military, apprenticeships or employment and help them develop and prepare their post-secondary plan prior to graduation. Maintain records of coaching meetings with students.
- Manage the College & Career curriculum, including the college and career lessons for students 9-12 at partner high school campuses.
- Instruct students in career development techniques such as job search and application strategies, resume writing, and interview skills.
- Evaluate students' abilities, interests, and personality characteristics using tests, records, interviews, or professional sources.
- Plan and promote career and employment-related programs, activities, and events, such as career planning presentations, work experience programs, job fairs, and career workshops.
- Maintain a positive relationship with partner school contacts and staff and build productive relationships with students at the school.
- Plan, organize, and facilitate college visits, industry tours, and guest speakers for the College & Career program.

## Community Relations

- Establish contacts with community leaders and employers to create partnerships, internships and employment opportunities for students and graduates.
- Work with universities and vocational schools to identify and secure support programs for students.
- Compile and study occupational, educational, and economic information to assist students in determining and carrying out vocational objectives.

## OTHER FUNCTIONS:

- Report to and attend meetings periodically with the C&C Coordinator, HS Principal, and other staff at Christel House International and Partner Schools.
- Encourage parent involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Maintain a working knowledge of available resources for students.
- Participate in appropriate professional activities.
- Other duties assigned.

## QUALIFICATIONS:

- Bachelor's degree in Education, Counseling, Social Service, or Human Resources, or related field
- Ability and willingness to work collaboratively, maintaining cooperative and effective working relationships
- Counseling, Coaching or Mentoring experience (preferred but not required)
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds
- Ability to communicate effectively orally and in writing
- Ability to report to work on a regular and punctual basis
- Ability to work independently to drive successful programming in a school setting
- Strong interpersonal skills – including a passion to build and maintain positive relationships in a professional setting
- An agreement with the mission statement and goals of Christel House International

Interested applicants should send their resume to  
**Kailah Jones at [kjones@christelhouse.org](mailto:kjones@christelhouse.org)**

Christel House is an equal opportunity employer. It is important to us that all staff members have a place of employment that is free of discrimination of all kinds and where staff can bring their authentic selves to work. We do not discriminate against any employee or applicant for employment based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, veteran, or military status.

